

WAWF 5.6 Foreign Vendor COMBO Document

Introduction This chapter explains how to **create two documents, an Invoice and a Receiving Report, with one document selection**

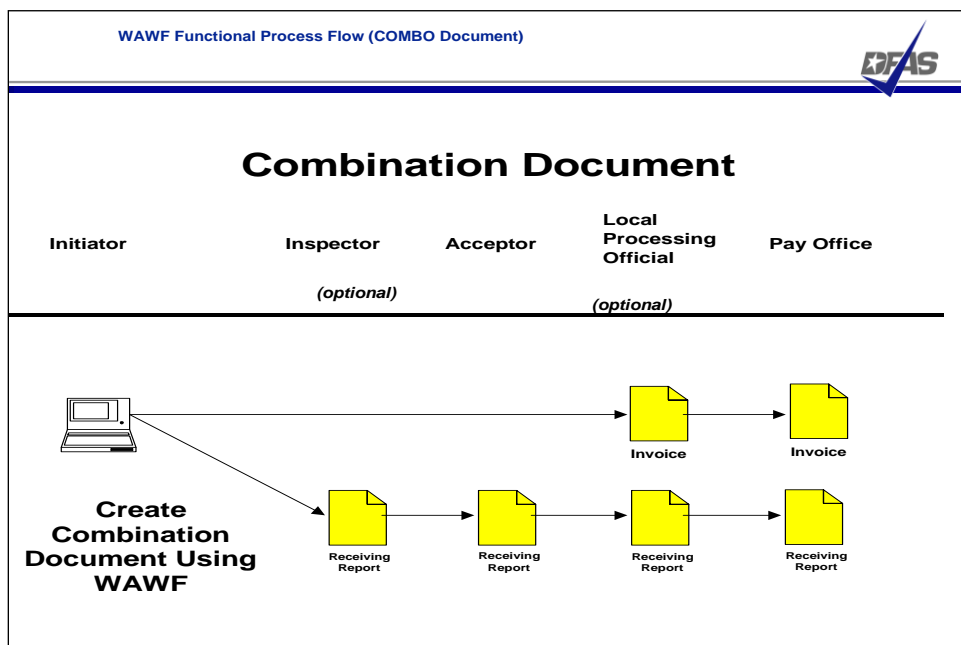
The information you need to complete a document in WAWF comes from your contract information and your knowledge of your business process.



Required fields in WAWF are marked by an asterisk *. All other fields are optional. If the contract or business process does not require additional information, a user can leave the optional fields blank.

The *Invoice Received Date* (IRD) is applied at the time the Invoice is submitted in WAWF. This also represents one of the key dates used for Prompt Payment purposes.

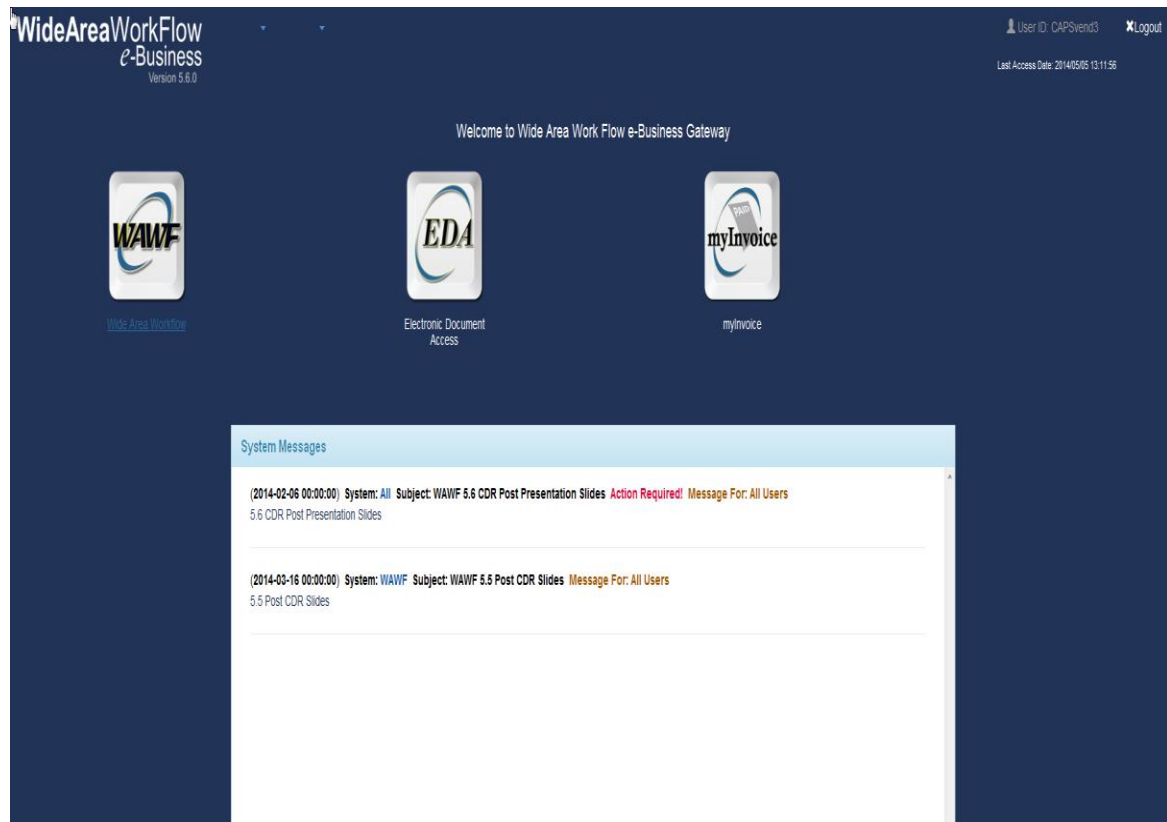
COMBO Document Flow

The flow of the stand alone invoice is demonstrated below



| Step | Description |
|------|---|
| |  <p>Select the “Accept “ button on the Notice page. The Notice page will provide WAWF system messages which should be reviewed before continuing.</p> |
| |  <p>Type in user id plus password; Click the “Login” button to continue.</p> |

1



Click the WAWF icon

2



Select the "Vendor" TAB.

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Wide Area Workflow 5.5.0

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Vendor

[Create Document](#)
[History Folder](#)
[Rejected Receiving Reports Folder](#)
[Rejected Invoices Folder](#)
[Correction Required Folder](#)
[Documentation Required Folder](#)
[Saved Documents Folder](#)
[Pure Edge Folder](#)
[View Only Folder](#)
[View Only Saved Documents Folder](#)
[View Only Pure Edge Folder](#)

Select the Create Document Icon

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Vendor - Create Document

Contract Info

| CAGE Code / DUNS / DUNS+4 / Ext. * | Contractual? * | Contract Number Type | Contract Number * | Delivery Order | From Template? * |
|------------------------------------|----------------|----------------------|-------------------|----------------|------------------|
| 0T402/// | Y | | W91B4N13P0707 | | N |

* = Required Fields

Pre-Populate Contract Number/Delivery Order

| Contract Number begins with | Delivery Order begins with | Issue/Submitted Date | Issue/Submitted Date End | Populate From |
|-----------------------------|----------------------------|----------------------|--------------------------|---------------|
| | | YYYY/MM/DD | YYYY/MM/DD | EDA WAWF |

[\[*\] Advanced Search Criteria for WAWF](#)

NOTE: You must either enter a Contract Number or select one from the search results.

[Next](#) [Reset](#) [Help](#)

1. Select the Cage Code from the Drop Down.
2. Add Contract Number.

(Note: Template feature must be selected from this page. A Template will allow a copy of a previously submitted Document to be used to create a new document for the same Contract Number and Document type. Template can be useful for service contracts with the same recurring charges over multiple periods of time. For more on the Template feature see the Template User Guide.)

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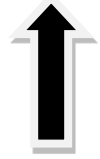
Vendor - Create Document[Contract >> Pay DoDAAC](#)

INFO: The contract data is not available in DoD EDA.

INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

| Contractual | Reference Procurement Identifier | Contract Number Type | Contract Number | Delivery Order | CAGE | DUNS | DUNS + 4 | Extension | Pay Official * |
|-------------|----------------------------------|----------------------|-----------------|----------------|-------|------|----------|-----------|----------------|
| Y | | DoD Contract (FAR) | W91B4N13P0707 | | 0T402 | | | | HQ0131 |

* = Required Fields



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If Pay Official DoDAAC does not automatically populate it must be added manually before selecting the Next button.

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| User | Administration Console | Vendor | EDA | Documentation | Lookup | Logout | | |
|--|------------------------|----------------------------------|-----------|---------------|----------|-----------|--------------|---------------|
| Create New Document Contract >> Pay DoDAAC >> Document | | | | | | | | |
| Contract Number | Delivery Order | Reference Procurement Identifier | CAGE Code | DUNS | DUNS + 4 | Extension | Pay Official | Currency Code |
| W91B4N13P0707 | | | | | 0T402 | | HQ0131 | KWD |

Select Document to Create: *

- ☐ Invoice
- ☐ Invoice as 2-in-1 (Services Only)
- ☐ Construction Payment Invoice
- ☐ Commercial Item Financing
- ☐ Performance Based Payment
- ☐ Progress Payment
- ☐ Receiving Report
- ☒ Invoice and Receiving Report (Combo)

Inspection:
 Acceptance:
☐ Fast Pay (FAR 52.213-1)

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Select "Invoice and Receiving Report (Combo)"

The Currency Code for the Document must be selected on this page. All contracts paid in a Foreign Currency must select the Currency Code before the document is created from the Create New Document page.

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Wide Area Workflow 5.6.0 User ID : CAPS
Printer

User Vendor Documentation Lookup Logout

Vendor - Receiving Report and Invoice COMBO


Contract >> Pay DoDAAC >> Document >> Routing

| Contract Number | Delivery Order | Reference Procurement Identifier | CAGE Code | DUNS | DUNS + 4 | Extension | Inspection Point | Acceptance Point | Pay DoDAAC |
|-----------------|----------------|----------------------------------|-----------|-----------|----------|-----------|------------------|------------------|------------|
| W15QKN11D0002 | 0016 | | 0W282 | 180623027 | | | D | D | HQ0347 |

* = Required Fields, Date = YYYYMM/DD

| Issue Date | Issue By DoDAAC | Admin DoDAAC * | Inspect By DoDAAC / Extension | Mark For Code / Extension |
|------------|-----------------|----------------|-------------------------------|---------------------------|
| YYYYMM/DD | | W912D1 | | |

| Ship To Code * / Extension | Ship From Code / Extension | LPO DoDAAC / Extension | Accept By DoDAAC / Extension |
|----------------------------|----------------------------|------------------------|------------------------------|
| W15QKN | | | W15QKN |



Required DoDAAC fields are marked with an "*" next to each, if not automatically populated they must be entered manually. Additional DoDAAC information may be required by the contract within the Contract WAWF clause information. The Accept By DoDAAC field will not prepopulate from the Ship to Code.

All DoDAAC information must match the Contract information. If not listed on Contract please contact the Contracting Officer for additional instructions.

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Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

| Contract Number | Delivery Order | Reference Procurement Identifier | Issue Date | Inspection Point | Acceptance Point |
|-----------------|----------------|----------------------------------|------------|------------------|------------------|
| W15QKN11D0002 | 0016 | | | D | D |

| Contract Number Type | Supplies | Services |
|----------------------|----------|----------|
| DoD Contract (FAR) | | |

| Shipment Number ** | Shipment Date * | Estimated | Estimated Delivery Date | Final Shipment |
|--------------------|-----------------|-----------|-------------------------|----------------|
| | YYYYMM/DD | | YYYYMM/DD | N |

| Invoice Number ** | Invoice Date * (WAWF System Server Date) | Final Invoice |
|-------------------|--|---------------|
| | 2014/05/05 | N |

| Submit Transportation Data Later | Transportation Account Code | TCN | Gross Weight | Cube | FOB | Serial Shipping Container Code |
|----------------------------------|-----------------------------|-----|--------------|------|-----|--------------------------------|
| | | | | | S | |

Special Package Markings / Special Handling Requirements

| Transportation Leg | Standard Carrier Alpha Code | Bill of Lading Number |
|--------------------|-----------------------------|-----------------------|
| | | |

| Secondary Transportation Tracking Number (required when Secondary Transportation Tracking Type is entered) | Secondary Transportation Tracking Type (required when Secondary Transportation Tracking Number is entered) |
|--|--|
| | |

| Transportation Method/Type | Currency Code | Document Total (KWD) |
|----------------------------|---------------|----------------------|
| | KWD | |

The Header TAB will appear, required fields are marked with and "*".

1. Enter a Shipment Number and Shipment Date.
2. Enter an Invoice Number and verify Invoice Date. (The Invoice date is calibrated to the WAWF Server and is on Eastern Standard Time. Changing this date could result in an error of a Future Date. Foreign Vendors can change the Invoice date to a past date for their RECORDS, but it will not affect the payment date of the invoice, for additional information on Department of Defense payment procedures please reference the Prompt Payment Act information at: <http://fms.treas.gov/prompt/regulations.html>)

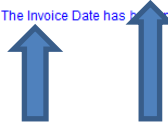
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Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| | | | | | | | | | | |
|--------|-----------|-----------|----------|----------|-----------|------|-------------|---------------|------------|------------|
| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |
|--------|-----------|-----------|----------|----------|-----------|------|-------------|---------------|------------|------------|

WARNING: The Invoice Date has been re-populated from the WAWF system server.



The Addresses TAB shows the physical address information for the DoDAAC's and Cage Code referenced on the Document.

The Discounts TAB is for a discount term to reduce the number of days for payment.

The Mark For TAB is information provided within the Contract and is REQUIRED if provided within the Contract information.

The Pack TAB is for RFID information that may be required by the contract. If Radio Frequency Identification is required by the contract the information must be added on the Pack TAB.

The Misc. Amounts TAB is for charges that are authorized for reimbursement but are not separately accounted for as a Contract Line Item Number (CLIN), such as shipping charges. The Preview CI and Preview RR TABs are how the Documents will be viewed by those using a View Only Role within WAWF.

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Foreign Vendors must add their Banking Information on the Comments TAB for payment purposes.

| | | | | | |
|------|------------------------|--------|---------------|--------|--------|
| User | Administration Console | Vendor | Documentation | Lookup | Logout |
|------|------------------------|--------|---------------|--------|--------|

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| | | | | | | | | | | |
|--------|-----------|-----------|----------|----------|-----------|------|-------------|---------------|------------|------------|
| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |
|--------|-----------|-----------|----------|----------|-----------|------|-------------|---------------|------------|------------|

Foreign Vendor Banking information must be added here

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Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

AAI SDN ACRN
 [clear](#)

Special Package Markings / Special Handling Requirements

Bulky Article
 Bunker Adjustment - 20 Foot Container
 Bunker Adjustment - 40 Foot Container
 Conductivity/Anti-static Additive
 Documentation - Special
 Electronic Equipment Transfer
 Endorsed as Hazardous Material
 Environmental Control Limits
 Excessive Dimensions
 Excessive Weight



Other Special Package Markings / Special Handling Requirements

Line Item Details

Item No. Product/Service ID Qualifier Qty. Shipped Unit of Measure UoM Code Unit Price (KWD) Amount (KWD) UID Actions

Add

CDRL ELIN Line Item Details

Item No. Qty. Shipped Unit of Measure UoM Code Unit Price (KWD) Amount (KWD) Act



Select the Add Icon under the Actions Column to add CLIN information.

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Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN/ELIN UID MILSTRIP Batch/Lot & Shelf Life

Item No. ** Product/Service ID * Product/Service ID Qualifier *
 [Add Additional](#)

Qty. Shipped * Unit of Measure * NSP Unit Price (KWD) * Amount (KWD)
 ☐

AAI SDN ACRN Project Code

Multiple Box Pack Indicator PR Number GFE? Advice Code

Special Package Markings / Special Handling Requirements

Bulky Article
 Bunker Adjustment - 20 Foot Container
 Bunker Adjustment - 40 Foot Container
 Conductivity/Anti-static Additive
 Documentation - Special
 Electronic Equipment Transfer
 Endorsed as Hazardous Material
 Environmental Control Limits
 Excessive Dimensions
 Excessive Weight



Other Special Package Markings / Special Handling Requirements

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

Description *

Once the Add is selected additional TABs will appear. Required fields will have an "*" next to each. CLIN/SLIN/ELIN

1. Enter Item No. ** (CLIN from contract)
 2. Stock Part No.*
 3. Type* (Select from the drop down)
 4. Qty. Shipped*
 5. Unit of Measure* (type the unit of measure from the contract a list should appear as shown above, select the correct one.)
 6. UoM Code* will automatically populate the two digit code after the Unit of Measure is selected.
 7. Add Unit Price
 8. Add description from contract for CLIN entered.
 9. Select the "Save CLIN/SLIN/ELIN button.
- UID TAB, MILSTRIP TAB, Batch/Lot & Shelf life are completed only if required by Contract information.

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Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

AAI SDN ACRN
 clear

Special Package Markings / Special Handling Requirements

| | | |
|--|---|--|
| Bulky Article Bunker Adjustment - 20 Foot Container Bunker Adjustment - 40 Foot Container Conductivity/Anti-static Additive Documentation - Special Electronic Equipment Transfer Endorsed as Hazardous Material Environmental Control Limits Excessive Dimensions Excessive Weight | <input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value="<<"/> | |
|--|---|--|

Other Special Package Markings / Special Handling Requirements

Line Item Details

| Item No. | Product/Service ID | Qualifier | Qty. Shipped | Unit of Measure | UoM Code | Unit Price (KWD) | Amount (KWD) | UID | Actions |
|----------|--------------------|-----------|--------------|-----------------|----------|------------------|--------------|-----|---|
| 0001 | Supplies | MF | 20 | Each | EA | 10.000 | 200.000 | N | Edit Delete Add |

CDRL ELIN Line Item Details

| Item No. | Qty. Shipped | Unit of Measure | UoM Code | Unit Price (KWD) | Amount (KWD) | Actions |
|----------|--------------|-----------------|----------|------------------|--------------|---------------------|
| | | | | | | Add |

To add additional CLIN lines to the document select the Add Icon again.

To edit or delete the CLIN information already entered select the Edit or Delete icon.

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Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Mark For Comments Line Item Pack Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 5MB, attachments over this size will be rejected.

Attachment

Attachments Name Actions

Document cannot have any spaces or special characters in the file name. File cannot be over 5MB in size per Attachment.

To add a document or file that pertains to the document being submitted select the "Browse" button to find the document on the computer. Once the document is found and in the Browse window select the Upload button.

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After all information is Entered on the Document Select the “Submit” Button at the bottom of any TAB. Please review the information prior to selecting the “Submit” button for completeness and correctness. After submitting the document the “Success” screen will appear.

| | | | | | | |
|------|------------------------|--------|-----|---------------|--------|--------|
| User | Administration Console | Vendor | EDA | Documentation | Lookup | Logout |
|------|------------------------|--------|-----|---------------|--------|--------|

Success

The Invoice and Source Inspection and Other Acceptance Receiving Report were successfully submitted.

| | | | |
|-----------------|----------------|-----------------|----------------|
| Contract Number | Delivery Order | Shipment Number | Invoice Number |
| W91B4N13P0707 | | EXPL003 | EXPL003 |

Email sent to Vendor: hq-wawf@dfas.mil
 Email sent to Inspector: hq-wawf@dfas.mil
 Email sent to Ship To: kathgov304@yahoo.com
 Email sent to Vendor: hq-wawf@dfas.mil

[Send Additional Email Notifications](#)

Thu Aug 08 11:04:32 MST 2013

To add additional email addresses to the distribution list for notification about the document submitted select the “Send Additional Email Notifications” link.

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Wide Area Workflow 5.5.0

| | | | | | | |
|------|------------------------|--------|-----|---------------|--------|--------|
| User | Administration Console | Vendor | EDA | Documentation | Lookup | Logout |
|------|------------------------|--------|-----|---------------|--------|--------|

Additional Email Distribution

Email Address

Address Book

Send To *

If the email address(s) are not listed in the Address Book, use the Add Email function; once email address appears in the Address Book highlight it and move it to the “Send To” block; once all additional email addresses are listed in the Send To block select the “Submit” button.